



## WEB DESIGN/ELECTRONIC DOCUMENT CONTROL SPECIALIST

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**Reports to:** Assistant Superintendent of Operations

**Salary Schedule:**

**FLSA Status:** Hourly

**Bargaining Unit:** None

**EEO Class:** Level 3

**Publish Date:** May 26, 2010

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### SUMMARY:

Develop and maintain district level web design and on-line electronic document control. Creates structure and design of web site, web graphics, E-forms, assist and train users with updating website. Implements, updates and troubleshoots advanced web development tools, PHP, MYSQL, HTML (Drupal) modules. Prepares and orders print material from vendors, maintains records of all jobs and transactions, determines job requirement for in-house and outsourced needs. Provides quality management of inbound document control requests.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### *Fiscal Management*

- a. Manage the cost controls for document production.
  - i. Ensures that expenditures are in accordance with established policies
  - ii. Implement appropriate action to eliminate budget variances
- b. Resource Management
  - i. Maintain equipment and supplies stored to minimize waste and promote efficiency
  - ii. Make recommendations for increased savings, reduced costs, and improved services
  - iii. Determine changes in operations to lower costs
  - iv. Advise department supervisor of processes for the options of print production in instruction and operations of the schools and offices.

#### *Scheduling*

- a. Web Design and Print Order Schedules
  - v. Prepares work schedule for all consultation of web design and print proofing/order placement and introduces changes in work order priorities.
  - vi. Communications between district clients and vendor
- b. Recommend improvements to web and print operations, implementation of technology-related projects with instructional and operational focuses, global district technology goals
- c. Prepare cost estimates and review/proof document printing drafts for new projects and oversee projects through completion
- d. Maintains Print WOS and contracted systems for accountability of produced jobs.

#### *Legal Compliance*

- a. Ensure material produced is in compliance with all federal, state and local regulations regarding copyrights.
- b. Accountability of assigned equipment.

- c. Ensures that work methods comply with standard health and safety regulations
- d. Audit Management

### ***Customer Experience***

- a. Adheres to Department Quality Service Standards
  - i. Safety
  - ii. Courtesy
  - iii. Performance
  - iv. Efficiency
- b. Make recommendations to the Director or designee for improved service and operation of the responsible technology
- c. Determining Needs
- d. Delivering Service Standards
- e. The Service Setting / Environment
- f. Service Mapping
  - i. Aligning Services with needs
- g. Process Measurements
  - i. Review performance measures and adjust as required to district mission
- h. Communications
  - i. Public Relations
  - ii. School Site Relations
  - iii. Leadership Team
  - iv. Operational Directors

### ***Section Planning***

- a. Maintains assigned departmental records and prepares activity and statistical reports when required
- b. Plan and schedule the work of assigned areas to ensure proper distribution of web design and print order assignments to meet the system requirements and needs
- c. Provide input to the planning and organization of all web design and print order deployments
- d. Responsible for Web Design and Print Policies and Procedures
  - i. Plans and conducts meetings with staff to ensure compliance with practices and policies and to keep staff abreast of current changes and standards
  - ii. Plan and organize web design and print functions
  - iii. Develop and implement long-range plans and deployment schedules for assigned activities
  - iv. Develop and recommend policies and procedures for web design and print productions, and plan systematic programs for continuous improvement.
  - v. Manage the current section processes and print production work order standards, policies and procedures for areas of responsibility
- e. CIPP
  - i. Plan management
  - ii. Semi-annual reviews
- f. Community Partnering
- g. Assist the department director in planning for technology improvements
- h. Performance accountability

### ***ISO 9000 Compliance***

- a. Corrective Action Process
  - i. Customer Feedback Center

- b. Maintaining ISO procedures for operational technology

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to stoop, kneel, bend, turn and reach. Physical exertion to manually move, lift, and carry equipment will be required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position will require the ability to work with limited supervision and prioritize workflow as needed while maintaining communications with other support personnel and supervisor. The ability to relate will with students and staff is required, as contact will occur frequently.

This position is an indoor year round position. This position may require working in crowded areas, where noise is moderate.

**EDUCATION AND COMPETENCIES:**

- a. Minimum A.A degree in computer related discipline or two years documented experience.
- b. A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830,
- c. Must hold or have the ability to acquire a valid Washington State drivers license.
- d. Knowledge and use of computer operating systems and concepts for Macintosh and Windows operating systems
- e. Ability to read and understand manuals for software and hardware applicable to district policies and standards